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Airport and Maritime Operations Manual

Introduction

Contents

Purpose

The *Airport and Maritime Operations Manual* (AMOM) provides Plant Protection and Quarantine (PPQ) personnel working at airport and maritime locations with guidelines, directions, and policy for accomplishing the following duties:

◆ Clearing carriers and passengers/crew

◆ Controlling garbage and cargo

PPQ clears carriers[1] and passengers and controls garbage and cargo to minimize the risk of plant pest and/or animal diseases from entering the United States. This manual provides the information necessary to accomplish those clearance tasks that are performed at airports and maritime ports.

Scope

This manual is broadly divided into six tabbed chapters:

◆ Introduction

◆ Airport Operations

◆ Maritime Operations

◆ Glossary

◆ Appendixes

◆ Index

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1   Airplane, barge, boat, bus, railroad car, ship, sea-land trailer, truck, or device that transports or conveys products, goods, or passengers.

The *Introduction* provides basic information about the manual. This information includes purpose, scope, users, related documents, how to use the manual, and a description of conventions (unfamiliar or unique symbols and highlighting) that appear throughout the manual.

The *Airport Operations* chapter is divided into the following tabbed sections:

◆ Prerequisites to Clearing Aircraft

◆ Clearing Aircraft

◆ Clearing Passengers and Crew

◆ Controlling Cargo

◆ Controlling Garbage

The *Maritime Operations* chapter is divided into the following tabbed sections:

◆ Prerequisites to Clearing Vessels

◆ Clearing Vessels

◆ Controlling Garbage

◆ Controlling Cargo

◆ Clearing Passengers and Crew

Each section is organized as follows:

◆ Introduction

◆ Methods and Procedures

◆ Reference

The *Introduction* gives a brief review of the content of the section, the equipment you need, any general policies, and any information you need to know before beginning a task. The *Methods and Procedures* portion of the *section* lists the steps necessary to complete the task. The *Reference* portion of the section lists any supplementary information or nonstandard procedures.

The *Glossary* defines specialized words, abbreviations and acronyms, and other terms that are used in the airport and maritime operations which may be difficult or unfamiliar.

The *Appendix* is divided into sections containing information such as completing and distributing forms, cooperation with other federal agencies, lists of military bases, stations, airfields, sealift command vessels, approved airports, garbage violation and in-flight meals aboard military aircraft policies, emergency procedures to prevent

dissemination of pests, fruits and vegetables in transit, operation guidelines, Investigative and Enforcement Services, and subpoenas under the Plant Protection Act.

The *Index* contains topics and page numbers for quick reference.

What the AMOM Does Not Cover

The AMOM does **not** cover the following:

◆ Information on determining enterability of items

◆ Information on what types of cargo to Hold

◆ Port policies or port guidelines

◆ Information pertaining to treatments

◆ Information on specific inspection techniques

What the AMOM Covers That Is Also Covered in the *Animal Product Manual*

For easier reference, the following topics are covered in this manual as well as in the *Animal Product Manual*:

◆ Authorizing the transit of animal products or by-products for export

◆ Cleaning and disinfection

◆ Cooperating with other Federal agencies

◆ Handling pet birds in baggage and aboard vessels

◆ Taking action on prohibited animal products in cargo

Users

This manual is written for use by PPQ personnel, State cooperators, and collaborators at airports and maritime locations. The experience levels of users will vary, but it is assumed that the officer minimally has a working knowledge of the following:

◆ Using PPQ manuals to make regulatory decisions

◆ Assessing civil penalties

◆ Profiling passengers for agricultural risk

◆ Clearing passengers

Related Documents

The regulatory authority for taking the actions listed in this manual is contained in the following Acts:

◆ Section 306(2) of the Tariff Act of June 17, 1930

◆ 21 U.S.C. 111

◆ Act of July 2, 1962—21 U.S.C. 134d

◆ Plant Quarantine Act

◆ Endangered Species Act

◆ Federal Plant Pest Act

◆ Federal Noxious Weed Act

These Acts and statutes give you authority to control garbage and inspect carriers, passenger baggage, and cargo arriving from Guam, Hawaii, Puerto Rico, U.S. Virgin Islands, and foreign countries.

Authority for specific regulatory actions is contained in Titles 7, 9, and 50 Code of Federal Regulations (CFR).

Title 7CFR contains the following parts:

◆ Part 318 for specific quarantine actions

◆ Part 319 for specific quarantine actions

◆ Part 330 for inspecting means of conveyance, taking emergency action on khapra beetle, regulating garbage, soil, plant pests, and requiring advance notice of arrival for carriers

◆ Part 351 for regulating plants and plant products in mail

◆ Part 352 for safeguarding items **not** intended for entry into the United States (aircraft and vessel stores, and cargo for immediate export)

◆ Part 360 for Federal Noxious Weed Act

Title 9CFR contains the following parts:

◆ Part 92 for regulating live animals

◆ Part 94 for regulating garbage, dairy products, and meat

◆ Part 95 for regulating animal by–products

Title 50CFR for regulating endangered species.

Refer to the CFRs if you are interested in finding more information on specific regulations.

Other documents which include information related to airport and maritime operations are as follows:

◆ *Plant Import: Propagative and Nonpropagative Volume of Manuals*

◆ *Manual for the Code of Federal Regulations* (MCFRs)

◆ *PPQ Treatment Manual*

◆ *Animal Product Manual*

◆ Department of Defense, Regulation 5030.49R

◆ Naval Supplemental Publication Number 486, Vol.1

◆ Vienna Convention on Diplomatic and Consular Relations

Application

This manual contains the policy and guidelines for the tasks associated with airport and maritime operations. The policies listed in this manual must be followed. The guidelines were written with the recognition that there are differences between ports, and allows individual ports the flexibility to respond to the tasks in their own way.

This manual informs **not** only officers on how to perform various clearance tasks, but informs Port Directors (PDs) on what tasks take priority to aid in allocating resources to accomplish those tasks.

How to Use This Manual

Review the contents of this manual to get a feel for the scope of material covered. Glance through the section that you'll be using, and familiarize yourself with the organization of the information. Chapters such as *Airport Operations* will be tabbed as well as the sections within the chapters—*Clearing Aircraft, Clearing Passengers/Crew, Controlling Cargo,* and *Controlling Garbage.*

Use the table of contents which follows each tab to find the information you need.

EXAMPLE	To find information on assessing a civil penalty for a ship's garbage violation, go to the section within *Maritime Operations* tabbed *Controlling Garbage* and check the table of contents (within the section) for the page number.

If the table of contents is **not** specific enough, then turn to the index to find the topic and its page number.

Reporting Problems

Use **TABLE 1-1-1** to report suggestions, problems, situations, and disagreements which directly affect the contents of the AMOM.

TABLE 1-1-1 How to Report Problems with the Manual

If you:	And the problems is:	Then:
Have a situation that requires an **immediate** response	Regarding birds, **animal product** or **animal by-product,** or procedures or regulatory actions in the AMOM	CALL a HQ, PPQ, VMO at PPQ, VRS, 301/734-7633
	Regarding all **other** procedures or regulatory actions in the AMOM that are **not** related to animal products or animal by-products	CONTACT the Manuals Unit, John Patterson, 240/629-1934 or <john.l.patterson@aphis.usda.gov>
◆ Have comments, suggestions, or complaints about the content of the AMOM or you disagree with a policy, procedure, or regulatory action identified in the AMOM ◆ Have a suggestion for improving the formatting (design, layout, composition), grammar, or spelling of your AMOM ◆ Have a problem accessing or with the availability of the on-line AMOM	**Not** urgent	CONTACT the Manuals Unit either John Patterson <john.l.patterson@aphis.usda.gov> or Deborah Briggs <deborah.j.briggs@aphis.usda.gov> or complete the Comment Sheet (located in the back of the manual) and mail to the Manuals Unit
	Urgent	CONTACT John Patterson 240/629-1934 or <john.l.patterson> or Deborah Briggs 204/629-1928 <deborah.j.briggs@aphis.usda.gov>
Have comments, suggestions, or complaints relating to any **animal product** or **animal by-product** or **birds** procedure or regulatory action content of the AMOM	→	CONTACT PPQ, VRS through channels and describe why you disagree and what you recommend

Conventions

Conventions are established by custom and are widely recognized and accepted. Major conventions used in this manual follow.

Advisories

Advisories are used throughout the manual to bring important information to your attention. Please carefully review each advisory. The definitions have been updated so that they coincide with American National Standards Institute (ANSI), and are in the format shown below.

DANGEROUS	DANGEROUS indicates that **people** could **easily** be hurt or killed.
WARNING	WARNING indicates that **people** could **possibly** be hurt or killed.
CAUTION	CAUTION indicates that people could possibly be endangered and slightly hurt.
NOTICE	NOTICE indicates a possibly dangerous situation where **goods** might be damaged.
Important	IMPORTANT indicates helpful information.

EXAMPLE	Examples are graphically placed boxes within the text as a means of visually separating information from other information contained on the page. Examples will always appear in a box.

Boldfacing

Boldfaced type is used to highlight negative or important words throughout the AMOM. These words are: **not, do not, except, never, other than.**

Bullets

Bulleted lists indicate that there is no order to the information being listed.

Chapters

This manual contains the following chapters: *Introduction*, *Airport Operations, Maritime Operations, Glossary*, *Appendixes*, and *Index*.

Table of Contents

Most every chapter section has a table of contents that lists the heading titles. It is at the beginning of the chapter section and helps facilitate finding information.

Control Data

Information placed at the top and bottom of each page helps users keep track of where they are in the manual, and manual updates. At the top of the page is the chapter, section, and first-level heading. At the bottom of the page is the month, year, manual transmittal number, title, page number, and unit responsible for content.

Heading Levels

Within each section there are three headings. The first heading is indicated by a horizontal line followed by the title which continues across both the left and right columns. The second heading is in the right-hand column with the text beginning below it. The third heading is in the left-hand column and used to easily scan topics.

Highlighting Tables, Figures, and Sections

When tables, figures, or other sections are referenced in the body of the manual, they are emphasized in bold print.

EXAMPLE	Refer to the *Glossary* on **page 4-1-i** for a definition of air taxi.

Indentions

Entry requirements which are summarized from CFRs, permits, or policies are indented on the page.

Numbering Scheme

A three-level numbering scheme is used in this manual for pages, tables, and figures. The first number represents the chapter. The second number represents the section. The third number represents the page, table, or figure. This numbering scheme allows for easier updating and adding pages without having to reprint an entire chapter. Dashes are used in page numbering to differentiate page numbers from decimal points.

Section

Some of the larger chapters in this manual are broken down into sections. Each section begins on a new, right-hand page. Sections are identified by the second number in the numbering scheme used for this manual. The manual chapters with sections are *Airport Operations* and *Maritime Operations*.